

NEW YEAR STARTUP CHECKLIST

This checklist will assist in preparing the files for the New Year. **The MSB008 needs to be run on the first working day of the new year (*but not before*)** to avoid errors in programs looking for current year files. It DOES NOT include rolling inactive parcels to active, which will be done later in the year. (March Startup, CL15.)

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| MSB008 | 1. Builds the Specials, Levy, Code Area/Urban Renewal, and Stumpage Value file members for the New Year. |
| TXQ001 | A. List the 2006 Specials File |
| TXQ612 and TXO010 | B. List and update the 2006 Levy File <ol style="list-style-type: none"> 1) Existing Taxing Districts Remove the levy amounts from each taxing district. These amounts are not known at this time. **Make sure you are removing the levies from the new (2006) year, NOT the current taxing year (2005). 2) New Taxing Districts If a district is added, a new number needs to be assigned. This number and the name of the new district need to be keyed in the levy file. (Use F1 to view the supported number ranges for the different districts.) The district name that you key in using TXO010, will be what prints on all of the reports. 3) Deleted Taxing Districts Use F23 if you want to remove the taxing districts that will not be used for 2006. |
| YDO095 | C. Update the current year stumpage value file with values received from Rod Brevig. You will not use the 2006 stumpage value file until you are entering mill data harvested in the year 2006. |
| PMB186 | 2. Initialize Circuit Breaker for New Year This program will prepare the Circuit Breaker records for the new cycle. There is an option to clear the Circuit Breaker market values from the category file. (It is up to the county on how you want to run this program. If you choose to clear the CB values, you will need to re-enter values for all those who apply/qualify for a 2006 circuit breaker exemption. If you choose <i>not</i> to clear the values, you need to make sure you hand clear values for any parcels that do not apply/qualify for a 2006 circuit breaker exemption.) If you run this program, it will clear the disallowed field, etc whether you answer “Y” or “N” to the market value prompt. |